

Elementary English Teacher – Grades 2-5

Status: Exempt, Full-Time

Calendar: Academic Year

Overall Objectives

To instruct students in second to fifth grades in English language arts, and to integrate English with other content areas for students through close collaboration with Chinese language arts teachers and the Academic Director.

Principal Roles & Responsibilities

Academic Program

- Instructs 4-5 English language arts classes daily, according to grade level.
- Fulfills a requirement of 30 student contact hours per week, including specific grade level or homeroom duties, plus additional non-instructional duties as assigned.
- Participates in professional development, both inside and outside of school hours.
- Works collaboratively with grade level teams and school wide English and Chinese curriculum teams.
- Facilitates and communicates knowledge and strategies for learning to students.
- Monitors academic progress of entire class and individual students.
- Seeks guidance from Academic Director and Executive Director.

Curriculum and Research

- Prepares and regularly submits curriculum maps, pacing charts, and weekly lesson plans.

Classroom Management

- Provides a safe and nurturing learning environment.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance regularly from the Dean of Students, Q-Comp lead teachers, or Executive Director on behavior and classroom management techniques.

Communication

- Communicates with students the expectations for academic performance, classroom behavior, and personal management.
- Communicates with parents as needed in relation to on-going student achievement and/or areas of need; including disciplinary issues.
- Updates classroom webpage weekly.
- Reads all school communication.
- Responses in a timely manner to parents' phone calls or emails.
- Conducts formal student conferences two times annually.
- Prepares student report cards three times annually.

Professional Conduct

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision and direction.

- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

Education:

Minimum: Bachelor's degree; master's degree preferred.

Must hold a valid Minnesota teaching license [Elementary Education, English Language Arts (7-12), Communication Arts/Literature (5-8), or English-Humanities (7-12)] as required by the Minnesota Department of Education.

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary: Competitive, performance based increases, generous benefits package

Start Date: August 19, 2015

Contact:

Send Cover Letter and Resume via email to HR@yinghuaacademy.org

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